

VACANCY NOTICE

File#10818

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: RECORDS ANALYST	CLASSIFICATION CODE: 02703200
	SALARY RANGE: (0024A) \$39838-\$45931	REFERENCE POSITION NO.: 5332-10100-29
	Department or Agency Name TRANSPORTATION	APPLICATION PERIOD: 3/19/09-3/25/09
	Division/Section/Unit Planning & Finance	
	Assignment(s) / Comments 35HR. WWK	
	Shift and Days: M-F 8:30am-4:00pm	Job Location: Two Capitol Hill/Providence
	Restrictions/Limitations: RST-LWOP	
	Position Covered By Collective Bargaining Union Agreement	Yes X No _____
	Name of Bargaining Unit Union: Local 400 IFPTE (EE-3115)	
	There is* _____ is not X a Civil Service List for this position	See A/B or Both for Specific Instructions
* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div>	
Statement of Duties	DUTIES / RESPONSIBILITIES: To perform responsible technical work in a records management program including the making of recommendations for improved methods of indexing and filing of records. Take periodic inventories of records, identifying and classifying them and to make appraisals of such records for the purpose of recommending their retention, destruction or transfer to a records center. To make studies and recommendations for the use of equipment for the protection of vital records, or to reduce the space and equipment required to store such records. In making records available, to observe any rights, limitations, or restrictions imposed by law to the use of records; in making records available to take the necessary precautionary measures to assure their return and preservation. To do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: graduation from a college of recognized standing; and Experience: Such as may have been gained through: employment involving the performance of technical work in the control of the retention, maintenance, preservation and disposition of records. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. SPECIAL REQUIREMENT: At the time of appointment must be certified by a licensed physician as physically qualified to perform the duties of this position and to meet the above stated physical abilities requirements.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: <div style="display: flex; justify-content: space-between;"> <div> RIDOT/DEM Human Resources Service Center Two Capitol Hill, Room 214 Providence, RI 02903-1124 </div> <div> Telephone #: 222-2572 TTY/TDD #: 222-4971 </div> <div style="text-align: right;">   </div> </div>	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER